

Case Investigator and Planning Assistant

Blaine County has an opening for a Case Investigator and Planning Assistant. Applicants may pick up a job description and an Application from the Blaine County Human Resource Office on the 3rd floor of the Blaine County Courthouse or from Job Service, in Havre, MT. The job description and application are also available online at www.blainecounty-mt.gov. All applicants must use a Blaine County Application. Applications must be submitted to the Blaine County Human Resource Office. **Position is open until filled.**

Blaine County is an Equal Opportunity Employer.

BLAINE COUNTY POSITION DESCRIPTION

POSITION: Case Investigator and Planning Assistant

DEPARTMENT: Blaine County Public Health

ACCOUNTABLE TO: Blaine County Public Health Nurse

REVISED: October 14, 2021

POSITION OVERVIEW:

This position is responsible for providing a variety of professional and administrative services within the local health department to promote and maintain individual, group, and community health. Collaborates with the communicable disease program and takes the lead on communicable disease investigations- including surveillance, follow-up of communicable diseases (i.e., contact tracing, case investigation, communication with PH nursing staff), public education, data collection, training, and compliance. Coordinates participation in community health activities and provides presentations on health topics.

This position will participate in public health emergency plan review and site-visit preparation. Coordinates between program areas (i.e., communicable disease, PHEP, immunization) to promote the health and resiliency of populations.

QUALIFICATIONS:

This work requires knowledge of the principles and practices of public health prevention services; communicable disease and surveillance; infection control; follow-up of communicable diseases; public education; data collection; training; compliance; community resources, record keeping and basic computer skills.

This position must have the ability to effectively communicate with the general public, both in person, by phone, and through email or writing; comprehend written material related to essential job functions; accurately document facts related to essential job functions; operate a computer well enough to perform essential job functions; comprehend, recall, and apply facts related to essential job functions; ability to analyze, evaluate, and implement a reasonable course of action based on available information and the ability to maintain relationships and establish rapport with volunteers, providers, and consumers.

EDUCATION & EXPERIENCE:

The required knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to bachelor's degree, plus two to four (2 to 4) years of related work experience in social services, education, community health or other health related field.

Commensurate experience and education may substitute for the degree requirement; experience in aging, long-term care, and volunteer management preferred.

Experience with accessing local resources, navigating health, behavioral health, and/or substance abuse treatment systems, and excellent communication, documentation, time management, and organizational skills strongly preferred.

LICENSES and CERTIFICATIONS: Applicants for this position must possess a valid driver's license. Certificate in contact tracing as it relates to COVID-19 is preferred.

POSITION FUNDED BY A GRANT: This position is made possible by funding from the Public Health Emergency Preparedness program in the design of a two-year opportunity with possibility of extension of funding.

**Case Investigator and Planning Assistant
Position Fact Sheet**

Work Week:	Monday – Friday, 8:00 – 5:00.
Salary:	\$18.00 - \$20.00 DOE*
Health Insurance:	Employee single rate insurance premium paid by the County. A variety of plans are available. Employees have the option to add family members at employee's expense.
Dental Insurance:	Available at employee's expense
Vision Insurance:	Available at employee's expense
Retirement:	Public Employee Retirement System (PERS) 7.9% Contribution of Employee Wages 8.47% Contribution by County
Vacation Leave:	Employee earns 10 hours per month (eligible for use after 180 days of continuous employment)
Sick Leave:	Employee earns 8 hours per month (eligible for use after 90 days of continuous employment)
Probationary Period:	12 Months